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Director

## County of Los Angeles DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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July 20, 2012

Board of Supervisors

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Dear Prospective Contractors and Interested Parties:

### **ADDENDUM NUMBER ONE TO REQUEST FOR PROPOSALS NUMBER 11-053 FOR SAFE CHILDREN STRONG FAMILIES SERVICES**

Addendum Number One is issued by the County of Los Angeles Department of Children and Family Services (DCFS) to all holders of the Safe Children Strong Families Request for Proposals (RFP) Number 11-053. Addendum Number One amends sections of the RFP as provided below.

A prospective contractor's failure to incorporate the requirements of this Addendum Number One may result in their Proposal not being considered, as determined at the sole discretion of the County. Please note that due to the material changes to the program described in this RFP, proposals from agencies that previously chose not to attend or to sign in at the Proposers Conference will be evaluated and considered for a contract.

Information regarding funding allocations, per program, will be provided to proposers in Addendum Number Two, along with the Question and Answer document. The Question and Answer document will address all questions received, including other questions regarding funding allocations. Addendum Number Two will be released on or about July 27, 2012. Please wait to submit additional written questions after the release of Addendum Number Two.

The following changes/additions are being made to the RFP:

- I. RFP, Introduction, Section 4.0 – Safe Children and Strong Families Service Delivery Continuum is amended to read as follows:

#### **4.0 Safe Children and Strong Families (SCSF) Service Delivery Continuum**

In order to engage families, increase child safety, reduce reliance on out of home care, improve permanency outcomes, and improve child and family well being, the Los Angeles County Department of Children and Family Services (DCFS) developed the Safe Children and Strong Families (SCSF) Service Delivery Continuum. Safe Children and Strong Families establishes a continuum of care for children who have been victims of abuse and/or neglect, as well as for those at risk. The SCSF service delivery continuum is inclusive of services and supports ranging from those aimed to prevent the occurrence or reoccurrence of child abuse and neglect among families that are not involved with DCFS or those exiting the DCFS system - to interventions designed to counter the negative effects of child maltreatment among families under the supervision of DCFS - to services that

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facilitate and support permanency for children placed in out home care and adoptive homes.

The Safe Children and Strong Families service delivery continuum includes five contract programs: Prevention and Aftercare Services-Resource Center (formerly Family Support), Prevention and Aftercare Services-Child Abuse and Neglect Prevention and Intervention (CAPIT), Assessment and Intervention Services (formerly Family Preservation), Partnerships For Families (PFF), and Adoption Promotion and Support Services (APSS).

Safe Children and Strong Families is designed to provide an array of services to children and families that meets families “where they are” along the continuum. The SCSF service delivery continuum is a non linear approach that includes the following service categories:

- Prevention and Aftercare Services - designed to prevent child abuse and neglect from occurring; prevent families from coming to the attention of DCFS; and/or entering the public child welfare system. Notable, the SCSF Prevention and Aftercare Services-Resource Center program contract requires service ~~provision~~ navigation through Community Family Resource Centers (CFRC) located in the geographic catchment area to be served. The CFRC will serve as a “~~one stop shop~~” hub to which community stakeholders, including schools, hospitals and law enforcement agencies ~~will be able to can~~ refer families ~~to the CFRC~~ in instances when child abuse and/or neglect has not occurred, but a family is in need of services. Families will also have the ability to self refer for services provided through the CFRC.

Aftercare Services are designed to prevent reoccurrences of child maltreatment and re-entry into the public child welfare system after a DCFS case is closed.

- Prevention and Aftercare Services - Child Abuse and Neglect Prevention and Intervention (CAPIT) – also designed to prevent child abuse and neglect from occurring, as well as to prevent families from coming to the attention of DCFS. Families may be referred to this program by DCFS, the Community Family Resource Center, community stakeholders, or through self referral. The SCSF Prevention and Aftercare CAPIT program contract includes the provision of “in home” support services, as well as psychotherapeutic services. Aftercare Services are also a component of this program contract.
- Assessment and Intervention Services - designed to identify a family’s needs and address those needs through various interventions, including alternative response and family preservation services. This SCSF program component targets DCFS involved families and emphasizes quality assessments and increased family involvement in case planning, to more accurately determine where the family’s needs are best met along the continuum.
- Adoption Promotion and Support Services - designed to improve permanency outcomes for children placed in out of home care who were unable to reunify with their family of origin. Adoption Promotion and Support Services are specialized, adoption-focused and provided to assist children and families in various stages of the adoption process in an effort to facilitate and support permanency.

- Partnerships For Families (PFF) – short-term, family centered services and interventions designed to diminish factors known to be associated with child abuse and neglect among high to very high risk families, as well as families that include women with “high risk pregnancies.” Collaboration with community partners, including stakeholders and other community based organizations, is a critical component of PFF that facilitates service provision that effectively meets the needs of children and families in Los Angeles County.

Prospective bidders shall determine their agency’s ability to provide the service deliverables delineated in the various components of the SCSF service delivery continuum; and have the option of bidding for any number of program contracts. Using a collaborative, coordinated approach, prospective contractors will be expected to assist families in their navigation across the service delivery continuum. This will require close case coordination with other SCSF contracted agencies, and functional relationships with existing community organizations in order to maximize the array of services, supports, and resources, available for children and families. These partnerships will serve to build a comprehensive and cohesive network of services and supports that strengthen families and keep children safe.

The Safe Children and Strong Families service delivery continuum is aligned with the overall goals of DCFS; which are to ensure child safety, including preventing re-entry into the public child welfare system, child and family well being and permanency for children placed in out of home care.

- II. RFP, Introduction, Section 7.0 - Minimum Mandatory Requirements, Sub-section 7.8 – Additional Minimum Requirements to Qualify for APSS, Sub-paragraph 7.8.3 is amended to read as follows:

7.8.3 Proposer or Proposer’s sub-contractor must be a certified Medi-cal provider and be able to utilize Early, Periodic, Screening, Diagnosis and Treatment (EPSDT) Funding.

- III. RFP, Part A: General Information and Requirements, Section 9.0 – Contract Term, is deleted in its entirety and replaced to read as follows:

## **9.0 Contract Term**

9.1 The terms of the contracts are projected to commence January 1, 2014 or the date of execution by the COUNTY’s Board of Supervisors, whichever is later, through December 31, 2014 or one year from the date of execution by the COUNTY’s Board of Supervisors, whichever is later, unless terminated earlier or extended, in whole or in part, as provided in the Sample Contracts.

9.2 The COUNTY shall have the sole option to extend the Contract terms for up to four additional one-year periods for a maximum Contract term of five years. Each such option and extension shall be exercised at the sole discretion of the Director of DCFS by Amendment or written notice to the CONTRACTOR,

provided that approval of the County's Chief Executive Office (CEO) is obtained prior to any such extension.

- 9.3 Contingent upon available funding, the term of the Contract may also be extended beyond the stated expiration date on a month-to-month basis for a period of time not to exceed six months. All terms of the Contract in effect at the time of extending the term shall remain in effect for the duration of the extension.

- IV. RFP, Part B – Proposal Submission Requirements, Section 44.0 - RFP Timetable is deleted in its entirety and replaced to read as follows:

#### **44.0 RFP Timetable**

The following timeline represents the COUNTY's best estimate of the schedule that shall be followed in this procurement process. COUNTY reserves the right, at its sole discretion, to adjust this schedule, as it deems necessary. Notification of any adjustment to the timeline shall be provided to all Proposers who request a copy of the RFP. Please note that all times indicated are Pacific Standard Time.

- |  |                                     |
|--|-------------------------------------|
| • Release RFP  | Tuesday, June 26, 2012              |
| • Deadline to Submit Request for Solicitation Review                                     | July 10, 2012; 5:00 PM              |
| • Written Questions Due  | July 13, 2012, 4:00 PM              |
| • Proposer's Conference  | July 16, 2012                       |
| • Questions and Answers & Addendum Two Released  | On or about July 27, 2012; 5:00 PM  |
| • Deadline to Submit additional Questions  | Friday, August 3, 2012; 5:00 PM     |
| • 2 <sup>nd</sup> Questions and Answers & Addendum Three                                 | On or about Friday, August 10, 2012 |
| • Deadline for Proposal Submission   | Friday, October 12, 2012; 12:00 PM  |
| • Notification of Disqualification   | On or about November 21, 2012       |
| • Deadline to Request Disqualification Review  | November 30, 2012, 5 :00 PM         |
| • Deadline to Submit Notice of Intent to Request Review of Proposed Contractor Selection | February 1, 2013, 5:00 PM           |
| • Deadline to Request Review of Proposed Contractor Selection                            | February 14, 2013, 5:00 PM          |
| • Tentative Award Recommendation   | On or about July 30, 2013           |
| • Board Hearing  | October 22, 2013                    |
| • Anticipated Contract Start Date  | January 1, 2014                     |

- V. RFP, Part B – Proposal Submission Requirements, Section 47.0 - Proposer's Conference is amended to read as follows:

**47.0 Proposers Conference**

A **mandatory Proposers Conference** will be held to discuss the RFP Requirements. County staff will respond to questions from potential Proposers in writing. Please note that only answers to questions given in writing should be relied upon in preparing a response to this RFP. ~~All potential Proposers are required to attend this conference or their proposals will be rejected (disqualified) without review and eliminated from further consideration.~~ The conference is scheduled as follows:

Monday, July 16, 2012  
5:00 PM to 9:00 PM, PST  
Arboretum – Ayers Hall  
301 N. Baldwin Avenue  
Arcadia, CA 91007

- VI. RFP, Part B – Proposal Submission Requirements, Section 48.0 – Preparation of the Proposal is amended to add Sub-section 48.1- Proposal Format as follows:

**48.1 Proposal Format**

All proposals must be bound and submitted in the prescribed format below:

48.1.1 One (1) original proposal and five (5) copies must be typewritten or word-processed on 8½ " X 11" white bond paper with a 1" margin at all borders.

48.1.2 The proposal and copies must be securely bound in a three-ring binder or other protective covering. Proposals and copies that are paper clipped, stapled, or rubber banded may be rejected, at the County's sole discretion.

48.1.3 The proposal and copies' cover binders must state the title of the RFP "Safe Children and Strong Families (SCSF) Services, RFP #11-053", the name of your organization and the geographical catchment or Service Planning Area, it is submitting for to reflect content and service levels as appropriate.

48.1.4 Each page must be clearly and consecutively numbered, including all attachments.

- VII. RFP, Part B – Proposal Submission Requirements, Section 49.0 – Business Proposal Format is amended to read as follows. All Subsections of Section 49.0 remain as currently written.

#### **49.0 Business Proposal Format**

The Business Proposal Format must not exceed a maximum of 35 pages (per service category/proposal) using 12 point, Arial font, single-sided, single-spaced, with 1" margins at all borders, for the following sections:

Executive Summary should not exceed -- 3 pages

Proposer's Qualifications should not exceed -- 12 pages

Proposer's Approach to Providing Required Services should not exceed -- 15 pages

Quality Control Plan should not exceed -- 5 pages

The content and sequence of the proposal must be as follows:

- Proposer's Organization Questionnaire/Affidavit and Required Support Documents for Corporations and Limited Liability Companies
- Transmittal Letter
- Table of Contents
- Executive Summary (Section A)
- Proposer's Qualifications (Section B)
- Proposer's Approach to Provide Required Services (Section C)
- Proposer's Quality Control Plan (Section D)
- Terms and Conditions in Sample Contract, and Requirements of the Statement of Work (SOW): Acceptance of / or Exceptions to (Section E)
- Business Proposal Required Forms (Section F)
- Required Forms (Section G)
- Last Page of Proposal

VIII. RFP, Part B – Proposal Submission Requirements, Section 50.0 – Cost Proposal Format is deleted in its entirety and replaced to read as follows:

#### **50.0 Cost Proposal Format**

The Cost Proposal must be clearly labeled by indicating the name of the organization and the geographic catchment or Service Planning Area it's being submitted for to reflect content and service levels as appropriate.

The content and sequence of the proposal must be as follows:

- Cover Page identifying, at a minimum, the RFP and the Proposer's name.
- Price Sheet signed and labeled to reflect appropriate geographic catchment or Service Planning Area (Required Form 4-A through 4-E correspond to each one of the five contracts)
- Line Item Budget (Required Form 4-F)
- Budget Narrative
- Certification of Independent Price Determination & Acknowledgement of RFP Restrictions – Required Form 15

IX. RFP, Part B – Proposal Submission Requirements, Section 51.0 – Proposal Submission, including Sub-sections 51.1 through 51.5, are deleted in their entirety and replaced to read as follows:

## **51.0 Proposal Submission**

### Business Proposal

The original Business Proposal and five (5) copies shall be enclosed in a sealed envelope or box, plainly marked in the upper left-hand corner with the name and address of the Proposer and bear the words:

Business Proposal for (fill in the name of the program being proposed)

### Cost Proposal

The original Cost Proposal and five (5) copies must be submitted in a sealed package, separate from the Business Proposal, plainly marked in the upper left-hand corner with the name and address of the Proposer and bear the words:

Cost Proposal for (fill in the name of the program being proposed)

The Proposal(s) shall be delivered or mailed to:

Department of Children and Family Services  
Contracts Administration Division  
Attention: Contracts Administrator (SCSF Services)  
425 Shatto Place, Room 400  
Los Angeles, CA 90020

It is the sole responsibility of the submitting Proposer to ensure that its Proposal is received before the submission deadline. Submitting Proposers shall bear all risks associated with delays in delivery by any person or entity, including the U.S. Mail. Any Proposals received after the scheduled closing date and time for receipt of Proposals, as listed in Sub-paragraph 44.0, RFP Timetable, will not be accepted and

will be returned to the sender unopened. Timely hand-delivered Proposals are acceptable. No facsimile (fax) or electronic mail (e-mail) copies will be accepted.

All proposals shall be firm offers and may not be withdrawn for a period of one year following the last day to submit proposals.

Until the proposal submission deadline, errors in proposals may be corrected by a request in writing to withdraw the proposal and by submission of another set of proposals with the mistakes corrected. Corrections will not be accepted once the deadline for submission of proposals has passed.

- X. RFP, Part C – Selection Process and Evaluation Process, Section 52.10 – Adherence to Minimum Requirements and Proposal Format (Pass/Fail) is amended to read as follows:

**52.10 Adherence to Minimum Requirements and Proposal Format (Pass/Fail)**

County shall review the Proposer's Organization Questionnaire/Affidavit – Required Form 1 of Part E, Required Forms, and determine if the Proposer meets the mandatory minimum requirements as outlined in the Introduction, Section 7.0, of this RFP. Failure of the Proposer to comply with the mandatory minimum requirements may eliminate its proposal from any further consideration.

County shall review the Proposer's Audited Financial Statements Required Form 19 of Part E, Required Forms, to determine how well the Proposer's financial statements determine the financial stability and capability of the company to deliver agreed upon services throughout the term of the contract. A Pass/Fail determination will be based on the following:

QUICK RATIO (Cash + Short Term Sec +Accts. Rec/ Current Liabilities)

CURRENT RATIO (Current Assets/Current Liabilities)

EXPENSES TO INCOME RATIO

LONG TERM FINANCIAL VIABILITY (Tangible Net Assets)

The County may elect to waive any informality in a proposal if the sum and substance of the proposal is present.

- XI. RFP, Part C - Selection Process and Evaluation Process, Section 52.15 – Quality Control Plan is re-titled and amended to read as follows:

**52.15 ~~Quality Control~~ Assurance Plan (10% of the Total Possible Points)**

The Proposer will be evaluated on its ability to establish and maintain a complete ~~Quality Control~~ Assurance Plan to ensure the requirements of this Contract are provided as specified. Evaluation of the ~~Quality Control~~ Assurance Plan shall cover the proposed monitoring system of all services listed on the Performance Requirements Summary (PRS) based on the information provided in Section D of



the proposal.

- XII. RFP, Part C – Selection Process and Evaluation Process, Section 52.17 – Cost Proposal Evaluation Criteria (20% of Total Possible Points) is amended to read as follows:

**52.17 Cost Proposal Evaluation Criteria (20% of Total Possible Points, 23% of Total Possible Points for CAPIT Proposal submissions)**

52.17.1 County shall review the Proposer's Audited Financial Statements Required Form 19 of Part E, Required Forms, to determine how well the Proposer's financial statements determine the financial stability and capability of the company to deliver agreed upon services throughout the term of the contract. A Pass/Fail determination will be based on the following:

- QUICK RATIO (Cash + Short Term Sec +Accts. Rec/Current Liabilities)
- CURRENT RATIO (Current Assets/Current Liabilities)
- EXPENSES TO INCOME RATIO
- LONG TERM FINANCIAL VIABILITY (Tangible Net Assets)

52.17.2 Proposer's Audited Financial Statements receiving the County's Pass determination will move on to the Cost Proposal Evaluation process.

52.17.3 DCFS continues to utilize Informed Averaging Evaluation Policy selection for all it's solicitations. This evaluation process emphasizes quality of service.

52.17.3.1 The lowest cost proposal will be given the highest possible number of points. All other proposals will receive points in this category based on the price quoted.

52.17.3.2 Proposals will be scored on their demonstration of how the cost will fulfill the requirements of the contract.

52.17.3.3 The line item budgets will be evaluated for reasonableness.

52.17.4 CAPIT PROGRAM COST PROPOSALS ONLY  
Proposer's Line Item Budget and Budget Narrative will be evaluated and points awarded accordingly to those explanations/descriptions of how proposals shall make a contribution, cash and/or in-kind in an amount equal to or more than ten percent (10%) of the total proposed cost. Contributions in excess of 10% will receive the highest points.

52.17.5 Points for all criteria evaluated will be combined to determine the overall score of a Cost Proposal.

52.17.6 However, should one or more of the Proposers request and be granted the Local Small Business Enterprise (SBE) Preference and/or Transitional Job Opportunities Preference, the cost component points will be determined as follows:

52.17.7 Local SBE Preference: Eight percent (8%) of the lowest cost proposed will be calculated, which shall not exceed \$50,000, and that amount will be deducted from the Cost submitted by all Local SBE Proposers who requested and were granted the Local SBE Preference.

52.17.8 Transitional Job Opportunities Preference: Five percent (5%) of the lowest cost proposed will be calculated and that amount will be deducted from the Cost submitted by all Proposers who requested and were granted the Transitional Job Opportunities Preference.

XIII. RFP, Part C – Selection Process and Evaluation Process, Section 52.18, Department's Proposed Contractor Selection Review is renumbered as follows:

Departmental Debriefing Process

~~51.8.4~~ 52.18.1 Upon completion of the evaluation, the Department shall notify the remaining Proposers in writing that the Department is entering negotiations with another Proposer. Upon receipt of the letter, any non-selected Proposer may submit a written request for a Debriefing within the timeframe specified in the letter. A request for a Debriefing may, in the Department's sole discretion, be denied if the request is not received within the specified timeframe.

~~51.8.2~~ 52.18.2 The purpose of the Debriefing is to compare the requesting Proposer's response to the solicitation document with the evaluation document. The requesting Proposer shall be debriefed only on its response. Because contract negotiations are not yet complete, responses from other Proposers shall not be discussed, although the Department may inform the requesting Proposer of its relative ranking.

~~51.8.3~~ 52.18.3 During or following the Debriefing, the Department will instruct the requesting Proposer of the manner and timeframe in which the requesting Proposer must notify the Department of its intent to request a Proposed Contractor Selection Review (see Section ~~3.7.2~~ 52.18.4 below), if the requesting Proposer is not satisfied with the results of the Debriefing.

Proposed Contractor Selection Review

~~51.8.4~~ 52.18.4 Any Proposer that has timely submitted a notice of its intent to request a Proposed Contractor Selection Review as described in this Section may submit a written request for a Proposed Contractor

Selection Review, in the manner and timeframe as shall be specified by the Department.

~~51.8.5~~ 52.18.5 A request for a Proposed Contractor Selection Review may, in the Department's sole discretion, be denied if the request does not satisfy all of the following criteria:

1. The person or entity requesting a Proposed Contractor Selection Review is a Proposer;
2. The request for a Proposed Contractor Selection Review is submitted timely (i.e., by the date and time specified by the Department);
3. The person or entity requesting a Proposed Contractor Selection Review asserts in appropriate detail with factual reasons one or more of the following grounds for review:
  - a. The Department materially failed to follow procedures specified in its solicitation document. This includes:
    - i. Failure to correctly apply the standards for reviewing the proposal format requirements.
    - ii. Failure to correctly apply the standards, and/or follow the prescribed methods, for evaluating the proposals as specified in the solicitation document.
    - iii. Use of evaluation criteria that were different from the evaluation criteria disclosed in the solicitation document.
  - b. The Department made identifiable mathematical or other errors in evaluating proposals, resulting in the Proposer receiving an incorrect score and not being selected as the recommended contractor.
  - c. A member of the Evaluation Committee demonstrated bias in the conduct of the evaluation.
  - d. Another basis for review as provided by state or federal law; and
4. The request for a Proposed Contractor Selection Review sets forth sufficient detail to demonstrate that, but for the Department's alleged failure, the Proposer would have been the lowest cost, responsive and responsible bid or the highest-scored proposal, as the case may be.

Upon completing the Proposed Contractor Selection Review, the Department representative shall issue a written decision to the Proposer within a reasonable

time following receipt of the request for a Proposed Contractor Selection Review, and always before the date the contract award recommendation is to be heard by the Board. The written decision shall additionally instruct the Proposer of the manner and timeframe for requesting a review by a County Review Panel (see Section ~~3.8~~ 52.19 below).

- XIV. RFP, Part D – Statements of Work, Exhibit A: Prevention and Aftercare Services – Resource Center, Section C – Service Description, Sub-sections 3.4 and 3.8 are amended, and sub-sections 3.5, 3.6, and 3.7 are deleted as follows:

- 3.4 CONTRACTOR shall operate a Community Family Resource Center (CFRC) located in the contracted geographic catchment area. The CFRC shall be adequate in size to conduct intake/needs assessments and link families to services necessary to meet their identified needs. CONTRACTOR may provide SCSF services as delineated in the Scope of Work at the CFRC. ~~The CFRC shall be adequate in size and equipped to provide all services identified in the Scope of Work (with the exception of home based services).~~

~~3.4.1 At a minimum the Resource Center shall include~~

~~3.4.1.1 Waiting Room/Lobby/Reception Area~~

~~3.4.1.2 Interview Room~~

~~3.4.1.3 Child Play Room~~

~~3.4.1.4 Men and Women Restrooms~~

~~3.4.2 Multipurpose room(s) adequate in size and furnishings, as applicable, to conduct:~~

~~3.4.2.1 Counseling Services~~

~~3.4.2.2 Health, Parenting and Other Educational Programs~~

~~3.4.2.3 Structured Parent-Child Activities and Family Centered Activities~~

~~3.4.2.4 Peer based Support Groups~~

~~3.4.2.5 Capacity Building Activities~~

- ~~3.5 CONTRACTOR shall ensure the appropriate use of physical space, i.e., “kid friendly” setting to allow for family visitation and communicate to parents the importance of keeping children safe and nurtured in their environment.~~

- ~~3.6 CONTRACTOR shall make the CFRC available for use by DCFS staff as a visitation site. CONTRACTOR is not required to provide monitors or supervision for DCFS related visits.~~

- ~~3.7 CONTRACTOR is not required to modify CFRC hours to accommodate DCFS use of CFRC for visitation purposes.~~

- 3.8 CONTRACTOR shall facilitate the provision of provide the following Prevention and Aftercare Services at the CFRC:

- XV. RFP, Part D – Statements of Work, Exhibit A: Prevention and Aftercare Services – Resource Center, Section C – Service Description, Section 5.0 – Case Navigation, and

Sub-sections 5.2.3, 5.2.4, 5.2.4.1, and 5.2.9 are amended to read as follows. All other Sub-sections of this Section 5.0 remain as currently written:

## **5.0 CASE NAVIGATION**

CONTRACTOR shall ensure that Case Navigation Services, as identified below, are available to families referred for Prevention or Aftercare Services. Case navigation services shall be provided by staff at the case aide level or above.

5.2.3 ~~CONTRACTOR shall complete the Prevention and Aftercare Services Intake/Exit Form, Exhibit A-1, a needs assessment~~ for all families and the initiation and termination of Prevention and Aftercare Service. The ~~intake/exit form~~ needs assessment shall be completed within fifteen (15) days of the initiation and termination of services. The ~~Prevention and Aftercare Services Intake/Exit Form~~ completed needs assessment shall be made available to County Program Manager upon request.

5.2.4 CONTRACTOR shall, within seven (7) business days of the first contact meet with the family to identify strengths, existing protective factors and conduct a needs assessment ~~utilizing the Prevention and Aftercare Services Intake/Exit Form~~ (including information contained in the DCFS referral from for DCFS referred families), to develop an individualized service plan. The individualized service plan may include any number of core preventive and support services, linkage services, and/or peer based support groups.

~~5.2.4.1 CONTRACTOR's professional or paraprofessional staff shall facilitate the family group meeting.~~

5.2.9 If the family's needs ~~as are assessed by the Prevention and Aftercare Services Intake/Exit form,~~ is to be beyond the scope of what CONTRACTOR can provide CONTRACTOR shall coordinate and collaborate with other County CONTRACTORS or community based organizations in the distinguished geographic catchment area; thereby, tailoring continuing services to the family's needs, reducing duplication of services and ensuring continuity of care.

XVI. RFP, Part D – Statements of Work, Exhibit A: Prevention and Aftercare Services – Resource Center, Section C – Service Description, Section 6.0 – Core Supportive and Preventative Services, and Sub-sections 6.1.1, 6.1.2.1, and 6.1.3.1 are amended to read as follows. All other Sub-sections of this Section 6.0 remain as written:

## **6.0 CORE SUPPORTIVE AND PREVENTATIVE SERVICES**

Core Supportive and Preventative Services, shall facilitate the development and strengthening of parental protective factors; consistent with the Strengthening Families: Protective Factors Framework. CONTRACTOR shall ensure the provision of Core Supportive and Preventative Services through direct provision, subcontracting and/or linkage services.

6.1 Counseling Services

6.1.1 ~~Counseling services are provided by CONTRACTOR's professional or paraprofessional staff. CONTRACTOR shall ensure the provision of counseling services through direct provision, subcontracting and/or linkage services. Counseling Services shall be provided by case aide level staff or higher.~~ These services are not psychotherapeutic services. Counseling services may be provided in the CFRC, off-site or in the home. CONTRACTOR provides counseling services, which include face-to-face interventions to:

6.1.2.1 ~~CONTRACTOR shall provide health, parenting and/or other educational programs to assist families in attaining and maintaining optimal functioning and family health at a minimum of once weekly. These programs shall be facilitated by CONTRACTOR's professional level staff. These programs include, but not limited to: CONTRACTOR shall ensure the provision of health, parenting and/or other education programs or resources through direct provision, subcontracting and/or linkage services. These programs shall be facilitated by paraprofessional level staff or higher. CONTRACTOR may request approval for certain health and/or educational programs to be facilitated by staff at the case aide level.~~

6.1.3.1 ~~CONTRACTOR provides structured parent-child and/or family centered activities to improve parent-child and/or family relationships. These services shall be provided by professional or paraprofessional level staff. These activities may include recreational and social activities such as field trips, and holiday gatherings. CONTRACTOR shall ensure the provision of structured parent-child and/or family centered activities through direct provision, subcontracting and/or linkage services. These programs shall be facilitated by case aide level staff or higher.~~

XVII. RFP, Part D – Statements of Work, Exhibit A: Prevention and Aftercare Services – Resource Center, Section C – Service Description, Section 8.0 – Peer-Based Support Groups, Sub-sections 8.1, 8.2, 8.3, and 8.4 are amended to read as follows. All other Sub-sections of this Section 8.0 remain as written:

8.1 ~~CONTRACTOR's staff shall facilitate or co-facilitated peer based support groups at the level of case aid or above. ensure that peer-based support groups are facilitated or co-facilitated by staff at the case aide level or above.~~

8.2 ~~CONTRACTOR shall hold~~ ensure that peer-based support groups are held at a minimum of once monthly.

8.3 ~~CONTRACTOR shall~~ ensure the facilitation of peer-based support groups for adults to assist in the development of protective factors. ~~CONTRACTOR shall utilize the~~

~~Prevention and Aftercare Services Intake/Exit form to evaluate the groups effectiveness in:~~

8.4 CONTRACTOR shall ~~facilitate~~ ensure the facilitation of peer-based support groups/clubs for teens to:

XVIII. RFP, Part D – Statements of Work, Exhibit A: Prevention and Aftercare Services – Resource Center, Section C – Service Description, Section 10.0 – New, Expanded and Specialized Services and Support, Sub-section 10.3 - CONTRACTOR Directed Discretionary Funds, Sub-paragraph 10.3.6 is amended to read as follows:

10.3.6 Individual/family share of cost for necessary services that have a fee associated.

~~NOTE: CONTRACTOR is not permitted to subcontract share of cost services.~~

XIX. RFP, Part D – Statements of Work, Exhibit B: Prevention and Aftercare Services – CAPIT, Section C – Service Description, Section 4.0 - Scope of Work, Sub-section 4.1 – Intake and Assessment is amended to read as follows. Sub-section 4.1.1 remains as written:

#### **4.1 INTAKE AND ASSESSMENT SERVICES**

CONTRACTOR shall provide Intake services to all client individuals and/or families via face-to-face meetings and /or interventions.

The intake shall include an assessment of the client families' five protective factors. ~~using the attached Prevention and Aftercare Services: CAPIT Client Intake/Exit Form, Exhibit B-4.~~

XX. RFP, Part D – Statements of Work, Exhibit B: Prevention and Aftercare Services – CAPIT, Section C – Service Description, Section 5.0 - Quality Assurance Plan and Monitoring, Sub-section 5.2 – Quality Assurance Monitoring, Sub-paragraph 5.2.1 is amended and renumbered as follows:

5.2.1 CONTRACTOR will be subject to a program review by the COUNTY, at a minimum of once per year, for the period of the contract. CONTRACTOR shall make available to the COUNTY, upon request, the following records for review:

5.2.1.1 Personnel records, pertaining to current paid and volunteer staff.

5.2.1.2 Background and Criminal Clearance records;

5.2.1.1.2 ~~Drug testing records;~~

5.2.1.3 Client Case Records;

5.2.1.4 Confidentiality Forms;

5.2.1.5 Financial Records

- XXI. RFP, Part D – Statements of Work, Exhibit B: Prevention and Aftercare Services – CAPIT, Exhibit B-1, Client Intake/Exit Form is deleted in its entirety.
- XXII. RFP, Part D – Statements of Work, Exhibit C: Assessment and Intervention Services, Section C – Service Description, Section 6.0 – Family Preservation (FP) Assessment Services, Sub-section 6.1 – Emergency Response referrals – Command Post (ERCP), Sub-paragraph 6.1.2 is amended to read as follows:
- 6.1.2 CONTRACTOR shall ensure that referrals are assigned within ~~20 minutes~~ one-hour of receiving the referral, to a licensed clinician or registered intern that is under the supervision of a Licensed Clinical Social Worker (LCSW) or Licensed Marriage and Family Therapist (LMFT) or Licensed Psychologist to conduct an assessment. If CONTRACTOR is unable to assign an assessor within the ~~20-minute~~ one-hour timeframe, CONTRACTOR must contact ERCP to have the referral reassigned to another CONTRACTOR. CONTRACTOR shall maintain a log of all fax and telephone referrals and their disposition, including receipt time, time of assignment and time of referral return to ERCP (*if applicable*).
- XXIII. RFP, Part D – Statements of Work, Exhibit C: Assessment and Intervention Services, Section C – Service Description, Section 7.0 – Family Preservation (FP) Intervention Services, Sub-section 7.1 – Alternative Response Services (ARS), Sub-section 7.1.8 – Alternative Response Services (ARS) Multidisciplinary Case Planning Committee (MCPC) Service Plan Agreement, Sub-paragraph 7.1.8.5 is amended to read as follows:
- 7.1.8.5 CONTRACTOR's Clinical Director is responsible for ensuring that clinical supervision is held on a weekly basis and that proper documentation of such supervision is maintained. ~~CONTRACTOR shall not subcontract Clinical Supervision.~~
- XXIV. RFP, Part D – Statements of Work, Exhibit C: Assessment and Intervention Services, Section C – Service Description, Section 7.0 – Family Preservation (FP) Intervention Services, Sub-section 7.1 – Alternative Response Services (ARS), Sub-section 7.1.9 – In-Home Outreach Counselor (IHOC) Sessions (ARS Cases), Sub-paragraph 7.1.9.2 is amended to read as follows:
- 7.1.9.2 CONTRACTOR shall document all services, and attempts to provide services, in the case records. ~~CONTRACTOR shall not subcontract IHOC sessions.~~
- XXV. RFP, Part D – Statements of Work, Exhibit C: Assessment and Intervention Services, Section C – Service Description, Section 7.0 – Family Preservation (FP) Intervention Services, Sub-section 7.2 – FP Intervention: Open DCFS/Probation FP Cases, Sub-section 7.2.12 is amended to read as follows:
- 7.2.12 CONTRACTOR's Clinical Director is responsible for ensuring that clinical supervision is held on a weekly basis and that proper documentation of such supervision is maintained. CONTRACTOR's Clinical Director is responsible for reviewing, approving, and signing the DCFS/Probation MCPC Service Plan Agreement. ~~CONTRACTOR shall not subcontract Clinical Supervision.~~



- XXVI. RFP, Part D – Statements of Work, Exhibit C: Assessment and Intervention Services, Section C – Service Description, Section 7.0 – Family Preservation (FP) Intervention Services, Sub-section 7.2 – FP Intervention: Open DCFS/Probation FP Cases, Sub-section 7.2.15.2 is amended to read as follows:

7.2.15.2 CONTRACTOR shall document all services, and attempts to provide services, in the case records. ~~CONTRACTOR shall not subcontract IHOC sessions.~~

- XXVII. RFP, Part D – Statements of Work, Exhibit C: Assessment and Intervention Services, Section C – Service Description, Section 7.0 – Family Preservation (FP) Intervention Services, Sub-section 7.2 – FP Intervention: Open DCFS/Probation FP Cases, Sub-section 7.2.19 – Supplemental Services is amended to read as follows:

7.2.19 Supplemental Services

CONTRACTOR shall provide, on a case-by-case basis, directly or through a Subcontractor, the following Supplemental Services, ~~except IHOC, or T&D services, which must only be provided by the CONTRACTOR.~~

- XXVIII. RFP, Part D – Statements of Work, Exhibit C: Assessment and Intervention Services, Section C – Service Description, Section 7.0 – Family Preservation (FP) Intervention Services, Sub-section 7.2 – FP Intervention: Open DCFS/Probation FP Cases, Sub-section 7.2.19 – Supplemental Services, Sub-paragraph 7.2.19.3, #1. In-Home Outreach Counselor (IHOC) Sessions is amended to read as follows:

7.2.19.3 Supplemental Services include, but are not limited to:

1. In-Home Outreach Counselor (IHOC) Sessions:

Supplemental IHOC sessions are additional case-related face-to-face meetings between the IHOC and the MCPC Service Plan Agreement participants. IHOC sessions must provide case management services, crisis intervention, as well as linkage services and advocacy. In collaboration with the family and DCFS staff, the IHOC conducts psychosocial assessments, develops comprehensive treatment plans, and arranges for services and activities while monitoring the clients' progress toward a Court ordered and non-Court ordered treatment/case plan goals. ~~CONTRACTOR shall not subcontract IHOC sessions.~~

- XXIX. RFP, Part D – Statements of Work, Exhibit C: Assessment and Intervention Services, Section C – Service Description, Section 7.0 – Family Preservation (FP) Intervention Services, Sub-section 7.2 – FP Intervention: Open DCFS/Probation FP Cases, Sub-section 7.2.19 – Supplemental Services, Sub-paragraph 7.2.19.3, #10. Teaching and Demonstrating Homemaking Services (T&D) is amended to read as follows:

10. Teaching and Demonstrating Homemaking Services (T&D):  
(*This is a required service for IFP.*)

Services in which a T&D worker demonstrates and teaches primary caregivers the skills to successfully manage and maintain a home including, but not limited to,

home safety, cleanliness, meal planning, and budgeting. Documentation of T&D shall be documented on Supplemental Services Progress Notes, Exhibit C-18, including the client's progress towards ARS / FP MCPC Service Plan Agreement goals. ~~CONTRACTOR shall not subcontract T&D services.~~

XXX. RFP, Part D – Statements of Work, Exhibit C: Assessment and Intervention Services, Section C – Service Description, Section 9.0 – Staffing, Sub-section 9.2 is amended and renumbered to read as follows:

9.2 CONTRACTOR shall be responsible for securing and maintaining staff who meet the minimum qualifications below and who possess sufficient experience and expertise required to provide services required in this SOW. CONTRACTOR shall obtain written verification for staff with foreign degrees that the degrees are recognized as meeting established standards and requirements of an accrediting agency authorized by the U.S. Secretary of Education. CONTRACTOR must ensure the same requirements are met with its Subcontractors.

9.2.1 Case Aide: A Case Aide shall be defined as CONTRACTOR paid staff who provide direct client services, but who do not possess, at minimum, a Bachelor's Degree in social work, psychology, marriage and family counseling, or a closely related field. CONTRACTOR shall ensure that all case aides possesses the expertise and experience necessary to provide direct client services as required in this SOW.

9.2.2 Paraprofessional Staff: ~~There are no minimum degree requirements for paraprofessional staff, however,~~ Paraprofessional staff shall have, at minimum, a Bachelor's Degree in Social work, Psychology, Marriage and Family Counseling or a closely related field, and CONTRACTOR shall ensure that all paraprofessional staff possesses the expertise and experience necessary to provide direct client services as required in this SOW.

9.2.3 Professional Staff: Professional staff shall have, at minimum, a Bachelor's Degree in Social work, Psychology, Marriage and Family Counseling or a closely related field, and have a minimum of one year of experience providing direct client services similar to the services listed in this Exhibit C.

9.2.4 Clinical Director: The Clinical Director shall be one of the following: 1) a Licensed Clinical Social Worker (LCSW) with a current license from the California Board of Behavioral Sciences; or 2) a Licensed Marriage and Family Therapist (LMFT) with a current license from the California Board of Behavioral Sciences; or 3) a licensed Psychologist with a current license from the California Board of Psychology. The Clinical Director must also have a minimum of two years experience, during the last five years providing direct client services similar to the services listed in this Exhibit C.

9.2.5 Project Director shall have a Bachelor's degree in the social services field, for a minimum of two years.

9.2.6 Counselors shall be one of the following: 1) a Licensed Clinical Social Worker (LCSW) with a current license from the California Board of Behavioral Sciences; or 2) a Licensed Marriage and Family Therapist (LMFT) with a current license from the California Board of Behavioral Sciences; or 3) a licensed Psychologist with a current license from the California Board of Psychology; or 4) a Master's/Doctoral level Registered Intern under Clinical Supervision by a LCSW, LMFT, or licensed Psychologist.

9.2.7 In-Home Outreach Counselors (IHOC): The In-Home Outreach Counselors (IHOC) shall be one of the following: 1) a LCSW with a current license from the California Board of Behavioral Sciences; or 2) a LMFT with a current license from the California Board of Behavioral Sciences; or 3) a Licensed Clinical Psychologist with a current license from the California Board of Psychology; or 4) a staff person with a Master's degree in a human services field who shall be directly supervised by a LCSW or LMFT.

The CONTRACTOR may submit a request for a waiver, to be approved by the CPM, to allow CONTRACTOR's staff person with a Bachelor's degree in behavioral sciences or a related field and experience providing direct services in a social service agency, to provide IHOC in lieu of a Master's degree. A LCSW, LMFT, or licensed Psychologist shall directly supervise this staff person. The waiver request must include a copy of the staff person's current resume, degree and transcript. The duration of the waiver shall be at the discretion of the CPM.

9.2.8 Teaching and Demonstrating (T&D) Staff: Teaching and Demonstrating (T&D) Staff shall be one of the following: 1) a Case Aide or 2) an intern.

XXXI. RFP, Part D – Statements of Work, Exhibit E: Partnerships for Families (PFF), Section C – Service Description, Section 6.0 - Psychotherapy Services, Sub-section 6.8 is deleted in its entirety.

~~6.8 CONTRACTOR shall not subcontract clinical supervision for Contractor's staff providing psychotherapy services.~~

XXXII. RFP, Part D – Statements of Work, Exhibit E: Partnerships for Families (PFF), Section C – Service Description, Section 7.0 - Health, Parenting and/or Other Educational Programs, Sub-section 7.1 is amended to read as follows:

7.1 CONTRACTOR shall ensure the provision of health, parenting and/or other education programs or resources through direct provision, subcontracting and/or linkage services. These services are provided by paraprofessional level staff or higher ~~a professional level staff members or above~~ to assist families in attaining and maintaining optimal functioning and family health at a minimum of once weekly. CONTRACTOR may request approval for certain health and/or educational programs to be facilitated by staff at the case aide level.

XXXIII. RFP, Part D – Statements of Work, Exhibit E: Partnerships for Families (PFF), Section C – Service Description, Section 8.0 – Structured Parent-Child and/or Family Centered Activities, Sub-section 8.2 is amended to read as follows:

8.2 These services are provided by ~~paraprofessional~~ case aide level staff or higher to improve parent-child and/or family relationships. These activities may include recreational and social activities such as field trips, and holiday gatherings and:

XXXIV. RFP, Part E – Required Forms, Required Form 10 – Board of Directors Resolution is deleted in its entirety.

XXXV. RFP, Part F – Sample Contracts, Appendix B: Prevention and Aftercare Services – CAPIT, Part II: Standard Terms and Conditions, Section 24.0 – County's Quality Assurance Plan, Sub-section 24.1, Sub-paragraph 24.11.3 is deleted in its entirety.

Except as provided by addendum, all other terms and conditions of the RFP remain unchanged.

Sincerely,

Dorothy Mitchell, Section Manager  
Contracts Administration Division